

RESOLUTION NO.00-05

A RESOLUTION ADOPTING A JOB DESCRIPTION
FOR THE FINANCE OFFICER FOR THE
CITY OF LOWELL, ARKANSAS

WHEREAS, the Lowell City Council has deemed that a new position named "Finance Officer" is necessary for the maintenance of the financial and fiscal records of the City of Lowell, Arkansas, and

WHEREAS, a job description for the "Finance Officer" is necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOWELL, ARKANSAS, that the attached job description for the "Finance Officer" is adopted with the passing of this Resolution.

APPROVED:

ATTEST:

Sheila F. Norris
City Clerk

Martha Brown
Martha Brown, Mayor

CITY OF LOWELL
Position Description

TITLE: Finance Director

DEPARTMENT: Administration

DATE: August 8, 2000

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City.

SUPERVISION RECEIVED

Works under the general direction of the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; cooperates with other departments and agencies as needed.
2. Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public. Communicates official plans, policies and procedures to staff and the general public.
3. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
4. Studies and recommends procedures to improve efficiency and effectiveness of operations.
5. Prepares a variety of studies, reports and related information for decision-making purposes.

6. Serves as chief financial advisor to the mayor and city council.
7. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
8. Collects taxes, fees, privilege license fees, and other receipts in accordance with laws and regulations.
9. Maintains financial records.
10. Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well being of the City.
11. Prepares financial reports. Maintain and keep a set of double entry books as prescribed and provided by the auditor and present quarterly to the city council in open session a detailed statement of the financial condition of the city, including a balance sheet and operating statement for all departments not maintaining their own set of books; receive a list of all collections made by the municipal judge, the police department, and fees for building permits issued by the city inspector and show the same on a monthly report to the city council; maintain the city payroll records and make salary and wage payments to all city employees; make payment for all authorized city expenses; collect taxes, fees, and other receipts in accordance with laws and regulations; responsible for the preparation of state and federal reports, including tax reports; attends the meetings of the city council and attends, as requested by the chairperson thereof, or as needed, any meeting of any other committees made up of the city council members; enters into a bond for the faithful performance of the duties described in this Section, such bond to be approved by the city council; and performs such other duties and tasks as may be required.
12. Oversees the central computerized financial and management information system of the City.
13. Assists in budget preparation and execution.
14. Posts and reconciles ledgers and accounts.
15. Prepare state and federal reports, including tax reports.
16. Performs payroll and accounts payable processing.
17. Performs utility and other billings.

18. Oversees the investment of City Funds as approved by the City Council.

PERIPHERAL DUTIES

Develops finance related ordinances and resolutions.

Represents the city at various conferences and meetings.

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and one (1) year experience in corporate or municipal finance work. Experience may substitute for education.

2. Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB;

(B) Skill in operating the listed tools and equipment;

(C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate orally and in writing.

SPECIAL REQUIREMENTS

Must be bondable.

Must possess a valid Arkansas driver's license or ability to obtain same.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.